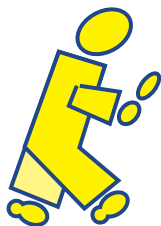


NAME: _____



Personal Information

HAVE IT DON'T HAVE IT N/A

☐ ☐ ☐

Name: decide on a form (Edward or Ted or E.J.) and stick to it.

☐ ☐ ☐

Address—ensure it is accurate and complete.

☐ ☐ ☐

Contact information including phone, pager, cell, fax and e-mail.

☐ ☐ ☐

Social security number. (Be sure you keep this in a safe and private place).

☐ ☐ ☐

Birth certificate.

☐ ☐ ☐

Passport.

☐ ☐ ☐

Citizenship certificate.

☐ ☐ ☐

Landed immigrant status documents.

☐ ☐ ☐

Guardianship documents.

☐ ☐ ☐

Languages understood, spoken and written.

☐ ☐ ☐

Travel experience including destinations, dates and description of experiences.

☐ ☐ ☐

Family affiliations, for example; military services, employers, professional associations, service clubs and organizations. This is very useful information because organizations to which family members belong are a good place to begin looking for scholarship dollars.

☐ ☐ ☐

Best personal qualities.

☐ ☐ ☐

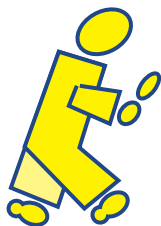
☐ ☐ ☐

This is not meant to be a complete list of things that make up your portfolio. Be sure to consult with your school counselor, teachers and parents. Most likely, there will be other items and information that should be included.

After all, you are distinctive and unique. Your portfolio will be just as distinctive and unique.

Write additional items on a separate sheet. Collect documents that are on your checklist and put them in a safe location.

NAME: _____



Academic Information

HAVE IT DON'T HAVE IT N/A

☐ ☐ ☐

School transcripts.

☐ ☐ ☐

Test scores (e.g., State Academic Mastery, PSAT, SAT, ACT, College Boards).

☐ ☐ ☐

Courses taken.

☐ ☐ ☐

Favorite school subjects.

☐ ☐ ☐

Cooperative learning projects.

☐ ☐ ☐

Study abroad experience.

☐ ☐ ☐

Special projects.

☐ ☐ ☐

Writing samples.

☐ ☐ ☐

Class assignments that show math problem-solving or use of computer software, etc.

☐ ☐ ☐

Scholarships.

☐ ☐ ☐

Academic awards.

☐ ☐ ☐

Postsecondary schools explored.

☐ ☐ ☐

☐ ☐ ☐

☐ ☐ ☐

☐ ☐ ☐

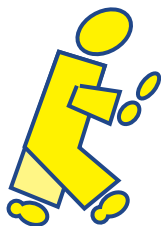
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Include dates, locations and names of key teachers instructors or coaches. A video or audio might be appropriate in this section.

NAME: _____



Personal Accomplishments

HAVE IT	DON'T HAVE IT	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student awards and honors including athletics.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detailed list of extracurricular activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Membership in school, social, community or religious organizations and leadership positions held.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special skills, interests and talents.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workshops, conferences, seminars or special training attended (e.g., a video production seminar).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certificates or diplomas.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Performances (e.g., drama, music and fashion shows).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quality photos of drawings, cartoons and paintings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Log of books read and movies watched.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Photographs of large projects or art work.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer software skills (list word processing, database, spreadsheet and desktop publishing programs).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools and equipment you can use.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Licenses (e.g., driver's license).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Poetry, stories or articles published.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fundraising activities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Newspaper articles about you.

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NAME: _____



Work Experience

HAVE IT DON'T HAVE IT N/A

☐ ☐ ☐

Volunteer and community service, as well as paid work experiences.

☐ ☐ ☐

Occupations you have explored including job shadowing, Co-op and internships.

☐ ☐ ☐

Career assessments and interest inventory information.

☐ ☐ ☐

Career exploration interviews.

☐ ☐ ☐

Methods used to learn about occupations (e.g., career fair, field trip, job shadow, videos and computer programs).

☐ ☐ ☐

Employability skills related to occupations of interest.

☐ ☐ ☐

Letters of recommendation and testimonials.

☐ ☐ ☐

Basic resume information for creating targeted resumes.

☐ ☐ ☐

Copies of past resumes.

☐ ☐ ☐

Basic information for creating targeted cover letters.

☐ ☐ ☐

Copies of past cover letters.

☐ ☐ ☐

References with complete contact information.

☐ ☐ ☐

☐ ☐ ☐

☐ ☐ ☐

This is not meant to be a complete list of things that make up your portfolio. Be sure to consult with your school counselor, teachers and parents. Most likely, there will be other items and information that should be included.

After all, you are distinctive and unique. Your portfolio will be just as distinctive and unique.

Write additional items on a separate sheet. Collect documents that are on your checklist and put them in a safe location.

Include dates, employers, location and a detailed description of responsibilities, skills and accomplishments.

REFLECTION WORKSHEET



Instructions: Sometimes it helps to be prompted to identify information that should be part of your portfolio. Use this worksheet to get you thinking in depth about a project, experience or activity.

What was your project, experience or activity?

Describe what you did, step-by-step.
You might include a photograph or sketch.

What new words/terms/tools did you use
or learn about?

What employability skills did you use?

What school subjects did you use?
